

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	A-08-099
		一次選考締切り日 : 1 st Cut Off Date	08 OCT 2008
		募集締切日: Closing Date	選考決定まで継続 Open until filled
		発行日: Date of Issue	01 OCT 2008
1.職種名 Job title (等級 Grade <u>1-3</u> / 語学等級 LAD <u>2</u>) Registration Clerk, MLC #188 見習い採用の可能性 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade Trainee 見習い等級 Trainee Grade: N/A <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Security Department, U. S. Naval Air Facility, Atsugi 勤務場所 Working Place: 綾瀬市大上 Oogami, Ayase-Shi		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (_ ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hr/wk) 週 40 時間制: 40 Hours Per Week <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular Mon – Fri, 0745 - 1630 <input type="checkbox"/> 夜勤有 Night Shift <input checked="" type="checkbox"/> 残業有 Overtime <input checked="" type="checkbox"/> 出張有 Business Travel			
6.職務内容 Duties Serves primarily as vehicle registration clerk, performs the following duties; Assists USFJ personnel in regard to the proper procedures for vehicle registration; to ensure applicants meets the requirements of Japanese law, USFJ and base regulations and to prepare required documents as pertaining to the same. Issues- vehicle decals and passes to USFJ personnel and base employees and maintains records pertaining thereto. File correspondence and documents in proper files and type correspondence as required. Screens applicants for and prepare gate passes for personnel desiring access to NAF Atsugi. Verifies completeness of Pass/ID applications, issues Passes and IDs. Initiates security checks on applicants and ensure security of the gate pass system through logs and follow-ups on expired/invalid passes. Maintains files for related documentation. Performs other incidental duties as assigned.			
7.職務状況 Working Condition:			
8.資格要件／身体条件 Qualification/Physical Requirements - One year of general work experience in any field or completion of 2 year junior college/technical field or 4 year degree in any field. - Working knowledge of spoken, written English and some technical terms used in the Law Enforcement field. - Skill in typing and operating a personal computer system such as MS Office. - Ability to perform clerical and relative work. - Ability to speak, read and write both in English and Japanese at fluent proficiency level (LAD-2). *A handicapped applicant may be accepted, depending upon the degree and kind of disability. Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. <u>Please attach a copy of alien registration certificate (both front and back sides) to your application</u> Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional 学歴 Educational Background : See block #8 免許証／修了証 License/Certificate Required : See block #8			

9.提出するもの Application and Associated Documents		
* <input checked="" type="checkbox"/> 空席応募用紙(表・裏面) Application for Vacancy Announcement (HROY Form 1, Front & Back) http://hro.cnj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnj.navy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either H R O 様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴(会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など)。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa		
問い合わせ先 for Job Inquiries 担当部署／担当者名 Office/POC 厚木基地人事部 ☎0467-78-2661 / DSN 264-3426 / 3624	提出先 Office to Submit 〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 HRO BOX12	事務処理欄 For Official Use PDNO: NAFATG-N2OPI-005

* 履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

* 応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

* 提出された応募書類はお返ししません。Submitted applications will not be returned.